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OFFICE OF THE DIRECTOR
NATIONAL FOREIGN ASSESSMENT CENTER

22 June 1981

TO: Evan

VIA: Jim C.
Bob

FROM: Jim P.

SUBJECT: Letter of Appreciation to Fairfax County for Refresher Shorthand Program

1. For your signature and return.

2. I have attached a letter of appreciation to Kenneth R. Plum, the Director of Adult and Community Education for Fairfax County. His office had overall responsibility for conducting the NFAC refresher shorthand program. As you will note, the letter specifically commends the instructor, Mrs. Wilma H. Turco, whose efforts and abilities were instrumental in making the program an overwhelming success.

ACTION

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NFAC Registry #3851-81

NATIONAL FOREIGN ASSESSMENT CENTER

WASHINGTON, D. C. 20505

22 June 1981

Kenneth R. Plum, Director
Adult and Community Education
Walnut Hill Center
1423 Camp Alger Avenue
Falls Church, Virginia 22042

Dear Mr. Plum:

I want to express my sincere appreciation to you and your staff for the refresher shorthand training program that you conducted for our secretaries. In particular, I would like to commend the instructor, Mrs. Wilma H. Turco, whose energy and teaching abilities were instrumental in making this program an overwhelming success. Her enthusiasm and genuine interest in the welfare of her students kept everyone motivated throughout the program and assisted 38 secretaries in passing our agency's qualification test in shorthand. The other 29 students, while not yet qualifying, greatly improved their shorthand skills, and with additional training and practice, should become qualified in the near future.

We are currently assessing our future shorthand training requirements, and, if we decide to conduct a similar program, we would again enjoy working with your office.

Again, please extend my personal thanks to Mrs. Turco. Her efforts on behalf of her students were most impressive.

Sincerely,

R. E. Hineman
Deputy Director

cc: D/NFAC
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